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TO: **Income Maintenance Supervisors**
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Training Staff
Child Care Coordinators

FROM: Sabrina Mandel, Section Chief
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Division of Health Care Access and Accountability
Department of Health Services

Katherine McGurk, Director
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**BEPS/BELP/BWF OPERATIONS
MEMO**

No: 16-J2

DATE: 04/05/2016

FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	FSET	<input type="checkbox"/>
CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>
Other EP <input type="checkbox"/> *					

**SUBJECT: CARES CHANGES FOR TRIAL EMPLOYMENT MATCH PROGRAM
TIME LIMITS AND SUBSIDIZED EMPLOYMENT INCOME**

CROSS REFERENCE: DHS Operations Memo [14-44](#)
BWF Operations Memo [16-03](#)
Joint Operations Memo [14-J3](#)
FoodShare Wisconsin Handbook, Sections [4.3.2.1 Counted
Earned Income](#) and [5.1.1 Transitional FoodShare Benefits \(TFS\)](#)
BadgerCare Plus Eligibility Handbook, Section [16.2 Income Types
Not Counted](#)
Medicaid Eligibility Handbook, Section [15.3.28 Wisconsin Works
Payments](#)
Wisconsin Shares Child Care Subsidy Policy Manual Section [1.5.3](#)
W-2 Manual Sections [7.3, 7.5.1](#)
Wis. Stat. §§ [49.147\(3\)](#) and [49.159\(1\)\(b\)\(3\)](#)

EFFECTIVE DATE: April 1, 2016

- **NOTE:** Stipend payments do not fall under the category of “cash assistance,” and placement in TSP is not subject to the federal or state 60-month time limit.

CARES WORKER WEB

W-2 CLOCKS INFORMATION PAGE

The **W-2 Clocks Information** page has been enhanced to read the TMP and TNP placement types and display the TEMP 24-month cumulative clock.

W-2 Clocks Information				
Individual Information				
Individual: JOHNNY WESTIN 31M PP Individual: 1000000474				
Clocks Summary				
Clock Type	Maximum	Used	Remaining	24-Month Clock Ticks from October 2009 through December 2011 -- Not Counted Toward 24-Month Time Limits
60MO - 60 MONTH CLOCK	60	16	44	
CSJ - COMMUNITY SERVICE JOBS	24	11	13	0
W2T - W-2 TRANSITION	24	0	24	0
CMC - CARETAKER OF NEWBORN		0		
TEMP - TRIAL EMPLOYMENT MATCH PROGRAM	24	4	20	
TMP - TEMP CUSTODIAL PARENT		3		
TNP - TEMP NON-CUSTODIAL PARENT		1		
TJB - TRIAL JOBS		0		0
OPC - OTHER PERSON CLOCK		0		
OTF - OTHER TANF		1		
JOBS - ACTIVE JOBS PARTICIPATION		0		
Federal 60 Month		12		

CARES will generate updated time limit letters and notices.

EMPLOYMENT PAGE

Effective April 1, 2016, the **Employment** page will display new labels for the “T” employment type menu in the **Employment Description** section and TJB Subsidy field in the **Totals and Comments** section. There are no changes to the page functionality for computing financial eligibility for assistance programs.

“T” Employment Type Menu

Old label: “T – TRIAL JOB”

New label: “T – SUBSIDIZED EMPLOYMENT”

Employment Description	
Employee Type:	<input type="text"/>
Job Title for Health Insurance:	<input type="text"/>
Employment Type:	<div> <ul style="list-style-type: none"> C - CENSUS ENUMERATOR F - FRAUD H - OTHER I - WORKFORCE INVESTMENT ACT M - AMERICORPS O - ON THE JOB TRAINING P - PUBLIC SERVICE EMPLOYMENT R - REGULAR EMPLOYMENT T - SUBSIDIZED EMPLOYMENT W - WORK SUPPLEMENTATION </div>
Begin Date:	<input type="text"/>
First Pay Check Date:	<input type="text"/>
Employment Ended?	<input type="text"/>
Employment End Date:	<input type="text"/>
Date Of Last Paycheck:	<input type="text"/>
Verification:	<input type="text"/>
Verification:	<input type="text"/>
Verification:	<input type="text"/>
Verification:	<input type="text"/>

Subsidy Field

Old label: "TJB Subsidy"

New label: "Subsidized Employment Subsidy"

Totals and Comments		Calculate
Monthly In-kind Amount:	\$ <input type="text"/> . <input type="text"/>	Verification: <input type="text"/>
Total Amount Per Pay Period:	\$ <input type="text"/> . <input type="text"/>	
Monthly MA Gross Amount:	\$ <input type="text"/> . <input type="text"/>	
Override MA Gross Amount:	\$ <input type="text"/> . <input type="text"/>	Verification: <input type="text"/>
Monthly BC+ Pre-Tax Deductions Amount:	\$ <input type="text"/> . <input type="text"/>	
Monthly BC+ Taxable Amount:	\$ <input type="text"/> . <input type="text"/>	
Override BC+ Taxable Amount:	\$ <input type="text"/> . <input type="text"/>	Verification: <input type="text"/>
Monthly Converted Amount:	\$ <input type="text"/> . <input type="text"/>	
Override Converted Amount:	\$ <input type="text"/> . <input type="text"/>	Verification: <input type="text"/>
Monthly Total Hours:	<input type="text"/>	
Monthly Override Hours:	<input type="text"/>	
Subsidized Employment Subsidy:	\$ <input type="text"/> . <input type="text"/>	
Comment:	<div><div></div><div>Current Size = 0 characters (240 characters max.)</div></div>	

The new employment type menu and subsidy field labels will display for historical records created prior to April 1, 2016.

When an individual reports a change in subsidized employment, the worker must review the **Subsidized Employment Subsidy** field and make changes if needed.

POLICY REMINDERS

SUBSIDIZED EMPLOYMENT INCOME

In keeping with current policies, subsidized wages earned as part of TEMP are disregarded for W-2 and Wisconsin Shares Child Care Assistance but are counted as income for FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. As noted above, the Employment page changes do not change the policies on how these wages are counted. Workers must continue to use the "T" employment type for subsidized income from TEMP and the Transform

Milwaukee Jobs (TMJ) program (see [DHS Operations Memo 14-44, "Treatment of Transform Milwaukee Jobs Income"](#)).

Workers are reminded that individuals placed in subsidized employment under TEMP or TMJ are ineligible for Transitional FoodShare.

STIPEND PAYMENTS

Stipend payments are disregarded in determining financial eligibility for W-2, Wisconsin Shares Child Care Assistance, FoodShare, BadgerCare Plus, Medicaid, and Caretaker Supplement. Workers must enter stipend payments in CWW using the "OTTF – OTHER – TANF ONLY" unearned income type.

ACTION REQUIRED

W-2 agencies and child care eligibility and authorization workers must discuss these CARES changes with staff and update any relevant local agency procedures.

CONTACTS

BEPS CARES Information & Problem Resolution Center

For Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf

For Child Care CARES/CWW, CSAW and CCPI IT systems processing questions statewide and policy questions in Milwaukee County: Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DHS/DHCAA/BEPS/AA, JT
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